

PROTOTYPE COUNTY

EMERGENCY OPERATIONS PLAN

(With NIMS Integrated)

This plan has been prepared by «**Jurisdictional Name** » in cooperation with ND Division of Emergency Management and local cities and agencies.

DISTRIBUTION LIST

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Appendix A – Emergency Response Contact List

« **Jurisdictional Name** » County

Directory of Township Officers

City of « **Jurisdictional Name** »

Appendix B – Emergency Service/Resources Contacts

Appendix C – State Emergency Contacts

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Appendix E – Private Emergency Contacts

This meets the NIMS requirement, “Includes pre-incident and post-incident public awareness, education and communication plans and protocols.”

Terrorism Components

Your Terrorism components included Public Information, which meets the NIMS requirement "Describes the EOP authorities and references."

Authorities

Public Law 920, the Federal Civil Defense Act, as amended
Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended
Public Law 106-390, Disaster Mitigation Act of 2000
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended
FEMA Public Assistance Guide (FEMA 322)
«Jurisdictional Name» Resolution, dated «Date»

References

Homeland Security Act of 2002

Homeland Security Presidential Directive-5, Management of Domestic Incidents

Homeland Security Presidential Directive-8, National Preparedness

Department of Homeland Security, National Incident Management System, March 1, 2004

Promulgation Statement

Government at all levels has the responsibility for the protection of life, property and the environment from hazards, which are known to threaten the jurisdiction. Therefore: by the authority of the «Jurisdictional Name» Commission, we do hereby order that the «Jurisdictional Name» Emergency Operations Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies and establishes a broad concept for conducting preparedness, response and recovery efforts if an emergency or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the «Jurisdictional Name» Operations Plan

List of Incorporated Cities

<u>City</u>	<u>Date of Resolution</u>
«CityName»	«Date»
«CityName»	«Date»
«CityName»	«Date»
«CityName»	«Date»
«CityName»	«Date»
«CityName»	«Date»
«CityName»	«Date»
«CityName»	«Date»

This meets the NIMS requirement, "Describes the EOP purpose."

Purpose

The purposes of the Emergency Operations Plan for « **Jurisdictional Name** » are:

- To define the responsibilities of departments of local government (tribal, county and city) and appropriate private entities; and

This meets the NIMS requirement, “Facilitates response and short-term recovery activities.”

- To ensure a coordinated effort **using the Incident Command System (ICS)** by local, state, and federal government, as well as private response forces, to save lives and to protect property and the environment in the event of an emergency or disaster; and

- **To facilitate short-term and long-term recovery activities.**

Note: The Multi-Hazard Mitigation Plan also addresses short-term and long-term recovery activities.

This meets the NIMS requirement, “Describes the EOP situation and assumptions.” See letters – A, B, D, E, F, G.

Assumptions

Proper implementation of this plan will reduce or prevent loss of life, damage to property and the environment. Key officials within « **Jurisdictional Name** » are aware of the possible occurrence of any emergency or major disaster and their responsibilities in the execution of this plan.

A. The county commission and city councils have overall statutory responsibility for the continued use, development and maintenance of this plan. Delegation of responsibilities to department heads does not abrogate the authority of heads of local governments to make necessary decisions or changes to the plan for the protection of life, property and the environment.

B. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel and county/city officials concerning their role in emergency management and the contents of this plan in particular.

This meets the NIMS requirement, “Is flexible enough to use in all emergencies.”

C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies;

D. Department heads are responsible for development and maintenance of their respective functions and tasks in this plan.

E. In addition, each functional coordinator and task coordinator must maintain supporting standard operation procedures (SOPs) describing how functions/tasks will

be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.

F. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.

G. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators and task coordinators responsible for plan maintenance and response.

This meets the NIMS requirement, "Describes the EOP concept of operations."

Concept of Operations

A. General

It is the responsibility of government to protect life, property and the environment from the effects of hazardous events using the **five phases of emergency management: preparedness, response, recovery, mitigation and prevention.** This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management; applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels. NIMS provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations as follows:

Incident Command System (ICS)

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The National Fire Academy ICS can be used as a standard for Emergency Management Operations. The «Jurisdictional Name» subscribes to the use of ICS an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Unified Command System (UCS)

A Unified Command System, part of ICS, is established upon activation response to an incident. This system agencies with responsibility for the incident to participate in the decision making process. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

Area Command (Unified Area Command)

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. If local resources (county, city and private) are not available, the county/city may request assistance through the county emergency management office after the political subdivision has issued a disaster or emergency declaration. When the emergency exceeds county government's capacity to respond, assistance from the state government will be requested through the North Dakota State Division of Emergency Management. After the county has issued a disaster or emergency declaration, the Governor will request federal assistance through a presidential emergency or major disaster declaration. The federal government may provide assistance and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day emergency situations responded to by law enforcement, fire and EMS agencies.

Day-to-day functions that do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

This meets the NIMS requirement, "Contains hazard-specific appendices."

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the EOP. The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

B. Continuity of Government

Succession of Leadership

County Commissioners

- Chair
- Vice chair
- Most senior member of commission

City Government

- Mayor
- President of city council
- Most senior member of council

EOC Personnel

- Emergency manager
- Assistant to the manager
- On call designee

Line of succession for each agency/department is according to the department rules and/or standard operating procedures. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities.

C. Preservation of Records

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

Records required to protect the rights of individuals. These records include: marriage licenses and divorce papers, property and land titles, tax statements and licenses, and records required by health, fire, law enforcement and public works to conduct emergency operations.

Records required to re-establish normal government functions and to protect the rights and interests of government. Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies.

D. Relocation of Government:

All critical facilities at the county and city level such as the EOC, law enforcement, fire and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, jails, communications centers, fire halls and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment.

E. Emergency Checklist

The meets the NIMS requirement, "Defines the scope of preparedness and incident management activities necessary for the jurisdiction." The annex charts also meet this item.

The following is a guide for response to all hazards.

Emergency Occurs

Notification/Warning

To alert the general public and persons designated to respond:

1. Notify First Response Agencies
 - Law enforcement
 - Fire
 - Emergency medical services
 - Notify hospital
 - Notify coroner
2. Establish NIMS Incident Command structure
3. Initial Assessment of Situation
 - Scene safety
 - Nature of disaster
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources committed
 - Evaluate need for outside assistance
4. Notify EOC/Emergency Manager
5. Initiate Public Warning Systems
 - Outdoor warning sirens
 - Emergency Alert System (EAS)
 - Public loud speaker
 - Public information officer
6. Notify functional coordinators
7. Alert Mutual Aid Partners for additional support
8. Notify chief elected officials
9. Notify ND Division of Emergency Management
10. Notify volunteer organizations as needed

Immediate Public Safety

To provide for the safety of people and aid the injured:

1. Initiate actions to reduce current and future hazards
 - Activate HazMat teams
 - Activate bomb squad
2. Evacuation/shelter in place
3. Emergency medical services
 - Triage
 - DeCon
 - Transport
 - Treat
4. Search and rescue
 - Contact EM/NDDEM for Civil Air Patrol Support

Property Security

To provide protection for public and private property:

1. Provide barricades in necessary areas
2. Provide traffic and crowd control
3. Establish Perimeter Scene Security
4. Remove objects that may be ongoing hazards
5. Facility security
 - Family Assistance Center
 - Health Facilities (including morgue)
 - EOC

Critical Facilities

- Airports
- Water facilities
- Power generation
- Communication
- Courthouse/City Hall

Public Welfare

To provide care for people injured or dislocated and assess damage:

1. Establish family assistance center
2. Establish family reunification area
3. Disseminate public information
4. Shelter
5. Food/water
6. Clothing
7. Sanitation
8. Prescriptions
9. Animal welfare

Restoration

To bring the necessities of life back to normal:

1. Reestablish communication capability ASAP
2. Mobilize community resources
3. Restore critical facilities

- Hospitals
- Law Enforcement center
- Emergency Operation Center
- Fire
- Nursing homes

4. Restore Utility Services

- Water/waste water
- Power
- Electric
- Gas
- Telephone

5. Restore transportation arteries
6. Decontamination

- Public infrastructure
- Homes/businesses

This meets the NIMS requirement, “Describes organizational structures, rules and responsibilities, policies, and protocols for providing emergency support.”

F. Functional and Task Coordinators

Significant responsibilities common to emergencies and disasters are grouped into ten areas, which are termed functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed on subsequent pages.

Any county or city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of SOPs located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Provide personnel, equipment, and facilities on a 24-hour basis.
2. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
3. Coordinate actions with the County Emergency Manager and with departments having related tasks.
4. Train personnel assigned to emergency tasks and participate in exercises to test emergency plans and procedures.
5. Provide for record keeping and documentation of the emergency and actions taken.
6. Prepare damage assessments.

The relationships between departments and functions are portrayed on the Department/Function Chart found on pages 16 and 17. This chart also distinguishes between functional coordination and task coordination responsibilities of various departments.

F. Mutual Aid Agreement

Mutual aid agreements should include the following to ensure NIMS compliance: definition of key terms used in agreements; roles and responsibilities of individual parties; procedures for requesting and providing assistance; procedures, authorities and rules payment, reimbursement and allocation of costs; notification procedures; protocols for interoperable communications; relationships with other agreements among jurisdictions; workers' compensation; treatment of liability and immunity; recognition of qualification and certifications; and sharing agreements, as required. Following is guidance for developing such agreements:

1. In the event of any flood, fire, tornado or other declared local emergency, (natural or man-caused) that cannot be met with the facilities of one of the contracting parties, the other contracting governmental agency agrees, upon request, to furnish aid in coping with such disaster or local emergency to the agency requesting aid upon either an actual or standby basis. The extent of aid to be furnished under this agreement shall be determined solely by the governmental agency or department thereof furnishing such aid, and it is understood that the aid so furnished may be recalled at the sole discretion of the furnishing agency.
2. Details on how to request mutual aid, the name of a coordinator and designated alternates authorized to send and receive such requests, and the lists of equipment and personnel subject to call will be covered by correspondence between the governmental agencies and the departments annually.
3. Personnel who are furnished will work as far as possible under their own supervisors, and equipment furnished will ordinarily be operated by personnel of the agency furnishing the equipment. General directions relative to work will be given by the appropriate officers of the agency receiving such aid. In the event equipment is sent without operators, strict accountability

will be maintained, and the receiving official will be responsible for its supervision and the party receiving aid for its safe return.

4. Parties to this agreement shall be required to pay compensation to other parties to the agreement for services rendered hereunder. The receiving party shall pay all fuel oil, incidental repairs, and food and lodging for operators. Equipment operating under the plan developed by the Associated General Contractors shall be reimbursed as outlined in the existing North Dakota Department of Transportation equipment rental rates (Plan Bulldozer), excluding profit.

5. Volunteer personnel must be registered by the sending governmental agency and covered by the worker's compensation insurance of the sending government.

6. It is mutually understood and agreed that this agreement does not relieve any of the parties hereto from the necessity and obligation of providing adequate resources within their own areas, and each party hereto agrees that it shall maintain reasonable and prudent diligence in keeping emergency equipment in its possession up to at least minimum standards of repair.

7. It is further mutually understood and agreed that the provisions of this agreement will be invoked only when, in the opinion of the city council or county commission, it is deemed necessary to declare an emergency or disaster and to request outside assistance because all of the normal facilities at their command have been exhausted, and outside assistance is needed to control the emergency. If an official suspects the situation may require outside aid, the other parties should be informed immediately so that resources can be put on standby status.

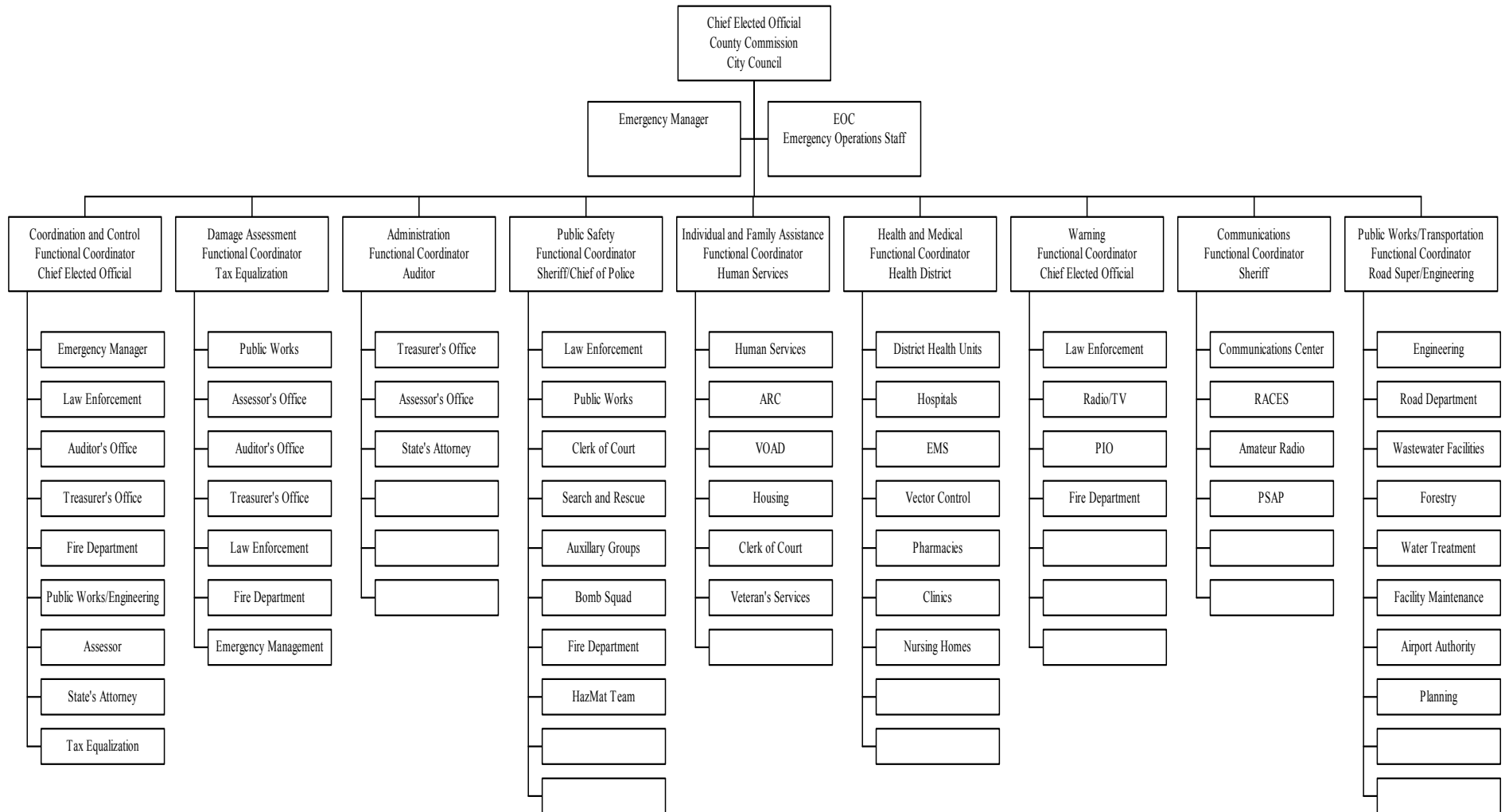
8. The agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever. Any services performed or expenditures made in connection with furnishing mutual aid under this agreement by either party hereto shall be deemed exclusively to be for the direct protection and benefit of the inhabitants and property of such party. Any liabilities incurred as a direct result of support of a receiving government shall be borne by the receiving government.

9. Any party to this Mutual Aid Agreement may withdraw at any time, upon 30 days notice to each of the other parties, and thereafter, such withdrawing party shall no longer be a party to this agreement; but this agreement shall continue in force among the remaining parties.

This and the following annex charts meet the NIMS requirement, “Describes the EOP organization and assignment or responsibilities.”

COORDINATION and CONTROL RELATIONSHIP CHART

Emergency Management



**Functional
Coordinators**

County
City

**Functional
Coordinator**

	Coordination and Control	
	Administration	
	Communications	
	Damage Assessment	
	Health & Medical	
	Individual & Family Assistance	
	Public Safety	
	Public Works	
	Warning	

This meets the NIMS requirement, “Describes the administration and logistics of the EOP.”

FUNCTIONAL ANNEX CHART

«CountyName» County

The relationship between county departments and agencies to functional annexes with the Local Emergency Operations Plan is portrayed on this Functional Annex Chart. Each city will have its own Functional Annex Chart.

F Functional Coordinator Responsibility T Task Coordinator Responsibility Department	Coordination & Control	Administration	Communications	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety	Public Works/ Eng/Transportation	Warning
County Commission									
Amateur Radio/ARES/RACES									
American Red Cross/Salvation Army/ United Way									
Auditor									
City/County 911 Dispatch Center									
Coroner									
County Agent									
County Highway Department									
City/County Health Department									
Department Heads									
Emergency Manager									
EMS									
Fire Chiefs									
Humane Society									
Information Systems									
Northeast Human Services									
Sheriff/Chiefs of Police									
PIO (Public Information Officer)									
Social Services									
State Area Warning Officer									
State’s Attorney									
Tax Equalization									
Water Resource District									

FUNCTIONAL ANNEX CHART

City Government

The relationship between city departments and agencies to functional annexes with the Local Emergency Operations Plan is portrayed on this Functional Annex Chart. Each city will have its own Functional Annex Chart.

F Functional Coordinator Responsibility T Task Coordinator Responsibility Department	Coordination & Control	Administration	Communications	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety	Public Works/Eng/Transportation	Warning
Mayor/City Council									
Amateur Radio/ARES/RACES									
American Red Cross/Salvation Army/United Way									
Assessor									
Auditor									
Chief of Police									
City Attorney									
City Engineer									
PSAP/911 Dispatch Center									
Coroner									
City/County Health Department									
Department Heads									
EMS									
Fire Chief									
Housing /Urban Development									
Information Systems									
Northeast Human Services									
Park District/Forestry									
PIO (Public Information Officer)									
Public Works									
Social Services									
State's Attorney									
Water Resource District									

COORDINATION AND CONTROL

This meets the NIMS requirement, “Contains functional annexes.”

The following tables meet the NIMS requirement, “Predesignates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.”

The tables also meet the NIMS requirement, “Defines the scope of preparedness and incident management activities necessary for the jurisdiction.”

Functional Coordinator: <<Coordinator Name>>

Purpose

This function provides procedures for coordinated management of preparedness, response and recovery, continuity of government, emergency operations centers (EOC) and policy making in emergency situations.

The principles of NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently.

The primary functional coordinator is the principal executive officer of government for his or her designee in either the city or county. The principal officers are responsible for their respective city or county emergency operations, including assuring continuity of resources. The county commission is responsible for all county emergency operations outside of corporate city limits.

All city and county staff and elected officials are activated during emergency situations and are responsible for carrying out emergency operations and advising chief elected officials, functional coordinators and emergency managers on matters pertaining to their areas of functional responsibility.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain and test all equipment necessary for efficient operations		
Determine alternate EOC as necessary		
Establish training programs for each employee consistent with level of operational responsibility		
Review and update communications SOPs and communication annex with the emergency manager		
Participate in disaster exercises		
Maintain updated version of LEOP		
Maintain SOPs necessary for completion of responsibilities		
Review and update mutual aid agreements		
Exercise all functions on a prescribed four-year schedule		
Maintain liaison with key outside agencies that support emergency operations		
Initiate public awareness campaigns on possible hazards		

Response Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Activate the EOC		
Conduct initial situation assessment		
Initiate priority disaster operations based on initial situation assessment		
Establish schedule of emergency operations staffing		
Provide daily briefings and review of emergency staff assignments		
Provide ongoing and final situation reports to ND Division of Emergency Management		
Designate on-scene coordinators		
Issue a local emergency/disaster declaration, if necessary		
Coordinate emergency operations with incident commander		
Authorize the purchase of emergency supplies, as necessary		
Identify and coordinate the use of food/fuel/supply sources for the EOC		
Utilize Mutual Aid Agreement, as necessary		
Provide for continuity of government		
Coordinate and disseminate disaster-related public information or appoint a PIO (public information officer)		
Request specific outside assistance from ND Department of Emergency Management		
Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies and other controls)		
Direct utilization of support resources provided by government and/or private sectors		
Support coordination and control and EOC to assess emergency/disaster situation		
Keep log of activities performed by all task coordinators and update incoming shifts		
Coordinate evacuation activities		

Recovery Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Conduct damage assessment		
Determine when and how evacuees may return to disaster/risk area		
Appoint coordinating and operations personnel for recovery duties		
Prepare hazard mitigation recommendations and submit after action report to the county/city governing bodies		
Reduce EOC hours or close, as appropriate		
Provide counseling and other mental health services to emergency response personnel, as appropriate		

ADMINISTRATION

Functional Coordinator: <<Coordinator Name>>

Purpose

This function provides procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by a disaster.

The functional coordinator will provide a system to carry out the legal, fiscal and administrative responsibilities necessary to maintain the continuity of government and records management as prescribed by law. In addition, the functional coordinator will support EOC operations through administrative support to log all activities taken during an emergency or disaster situation.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Issue key emergency workers identification cards		
Provide emergency operations and records management training to all personnel		
Ensure all records are appropriately stored or backed up for preservation		
Participate in disaster exercises		
Review and update communications SOPs and communication annex with the emergency manager		
Maintain record of all staff contact numbers		

Response Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Advise local officials on legal actions that they may exercise in handling emergency situations		
Promulgate curfew, policies and other controls, as are legal and necessary		
Initiate record keeping and documentation		
Relocate and reactivate administration staff in host area in the event of evacuation		
Provide specialized computer services and technical assistance to local departments for response and recovery operations		
Provide accountant services upon activation of the EOC to track all expenditures relative to any disaster or emergency		
Represent the county in legal proceedings in which the county/city may be involved as a result of an emergency or disaster		
Advise departments of local government on maintenance and security of vital records during an emergency or disaster situation		
Keep log of activities performed by all task coordinators and update incoming shifts		
Receive, process and maintain all official documentation of executive decisions and/or actions that affect the emergency or disaster situation		

Recovery Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Rescind unneeded emergency policies; cancel state of emergency when appropriate		
Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations		
Maintain records on amounts of disaster spending		

COMMUNICATIONS

Functional Coordinator: <<Coordinator Name>>

Purpose

This function provides procedures for preparedness, response and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective, efficient and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

The functional coordinator has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness. Standard operating guidelines should be developed to ensure consistency. This communications network includes back-up systems that are capable of supporting county-wide disaster operations, utilizing all available public and private communication systems, such as ARES, RACES and amateur radio, within the county. Dispatchers have the responsibility to follow established procedures.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Identify vulnerable communication locations		
Review communications resource requirements		
Review and update communications SOPs and communication annex with the emergency manager		
Identify/verify agreements with private and public sector agencies to augment communications capabilities		
Ensure testing and maintenance of communications equipment		
Maintain list of licensed amateur operators within the county		
Instruct staff on contents and use of message handling system		
Ensure availability of message forms		
Participate in disaster exercises		
Renew radio licenses as required		

Response Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Alert communications personnel, as needed		
Advise functional coordinators of communications status		
Ensure communication capability for: <ul style="list-style-type: none"> ➤ Teletype ➤ Emergency Alert System (EAS) ➤ Interactive Video Network (IVN) ➤ Pagers ➤ Spotter network ➤ Amateur radio, RACES ➤ NOAA Weather Radio for civil emergency message ➤ Public safety radio channels ➤ Cellular phones ➤ Sirens ➤ NAWAS ➤ Fax ➤ Telephone ➤ Local Area Networks (LAN) ➤ Modems (email) 		
Provide supplemental emergency communications		
Keep log of activities performed by all task coordinators and update incoming shifts		

Recovery Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain communications with state government and adjacent communities		
Maintain log of communication activity		
Prepare report of communication activities during disaster situation		
Assess disaster effects on communications facilities and systems		
Report status of communications system to emergency management coordinator		
Analyze and revise SOPs		

DAMAGE ASSESSMENT

Functional Coordinator: <<Coordinator Name>>

Purpose

This function describes the uniform damage assessment process to document damage from incidents or disasters in North Dakota. An extensive damage assessment is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulations, which, in turn, could reduce structural damage from future events.

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude and overall impact of an emergency or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Division of Emergency Management when damages first occur and when local government requests outside assistance.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Attend training in the damage assessment process and procedures		
Establish damage assessment teams		
Train damage assessment teams		
Purchase supplies/equipment for damage assessment team		
Establish tracking system for use during all phases of damage assessment		
Maintain current maps of the city/ county		
Maintain supply of forms needed for each phase of damage assessment		
Develop list of critical facilities and special needs in the county		
Review and update communications SOPs and communication annex with the emergency manager		
Participate in disaster exercises		
Distribute to city and county offices ND Disaster Procedures Handbook		

Response Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Notify damage assessment teams and other agencies with damage assessment responsibilities		
Assign EOC damage assessment staff		
Define perimeter of disaster area		
Brief local emergency services of initial damage assessment procedures and requirements		
Ascertain safety of affected areas prior to allowing field teams in for damage assessment		
Coordinate and compile damage reports from damage assessment teams (private, public, and agricultural) and advise coordination and control group		
Keep log of activities performed by all task coordinators and update incoming shifts		
Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense		

Recovery Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Complete the preliminary damage assessment within 36 hours from the incident and submit to EOC		
Compile priority list for emergency repairs and submit to EOC		
Identify areas needing debris removal and provide information to public works/engineering department		
Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes		
Identify areas needing restoration of utilities and coordinate with utility services to restore service		
Complete final damage assessment summary within seven days from the incident and submit to NDDEM		
Provide assessment information on damage to public parks and trees		
Coordinate support for state and federal public damage inspection teams		
Assist in preparation of requests for state and federal assistance		

HEALTH AND MEDICAL

Functional Coordinator: <<Coordinator Name>>

Purpose

This function provides procedures for preparedness, response and recovery to provide health, medical care and environmental analysis during an emergency or disaster situation.

The functional coordinator will provide the necessary components to ensure ongoing environmental sanitation, disease control, ambulance services, support to hospitals, mortuary services and protection against contamination of food and water supplies.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Health and Medical		
Task/Responsibility	Task Coordinator	Reference Materials
Review plans		
Coordinate anticipated requirements with area hospitals		
Establish number of additional patients the hospital and nursing homes could receive in the county		
Establish number of patients hospitals in surrounding areas could receive		
Review procedures at hospitals designated for monitoring and decontaminating incoming patients (RAD and otherwise)		
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required		
Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped		
Coordinate availability of facilities to be used for emergency medical care		
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster		
Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable		
Radiological/Haz Mat emergencies		
Coordinate anticipated lab support		
Coordinate anticipated personnel requirements for inspections		
Coordinate with Red Cross for lodging and feeding, if required		
Coordinate with medical coordinator and shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities		
Review and update communications SOPs and communication annex with the emergency manager		

Determine requirement for inspections of mass care facilities for public health and safety		
Participate in disaster exercises		
Plan implementation of inspections and gathering of samples to assess any public health threats or adverse environmental impacts		

Response Phase: Health and Medical		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain liaison between public health coordinator, medical command officer and local government officials		
Coordinate medical resource requirements with the EOC		
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary		
Coordinate activities and resource requirements with the emergency manager		
Coordinate requirements for mental health counseling		
Coordinate requirements for communicable disease prevention or control		
Coordinate requirements for mortuary services		
Implement gathering of samples (food, water, soil, etc.) as required		
Provide potable water for drinking, if required		
Establish medical command		
Coordinate the mechanisms for analyzing any suspect samples		
Report findings and recommend actions to the communicable disease officer or local officials, as applicable		
Advise mortuary coordinator in the event emergency interment is required		
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.		
Initiate prescribed vector control measures to ensure public health and safety		

Recovery Phase: Health and Medical		
Task/Responsibility	Task Coordinator	Reference Materials
Assembles key medical personnel for analysis of all medical operations		
Complete required reports		
Recommend changes of the Local Emergency Operations Plan to the emergency manager		
Advise as to safety regarding public health of citizens reoccupying areas		
Coordinate the disposal of animal remains		
Assemble public health personnel for analysis of all public health operations		

INDIVIDUAL AND FAMILY ASSISTANCE

Functional Coordinator: <<Coordinator Name>>

Purpose

This function provides procedures for preparedness, response and recovery to meet the basic and special human needs of individuals and families impacted by emergency or disaster situations.

The functional coordinator will use necessary means to coordinate the use of volunteer groups to meet the tasks set forth in this function. Additionally, the coordinator will provide organizational support for donations management and coordinate the use and registration of volunteers for emergency operations.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Provide public awareness campaigns for individual and family protection at home during disasters		
Identify facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations and temporary morgues		
Recruit and train personnel to effectively manage response and assist citizens affected by disaster		
Identify personnel to use for assistance		
Develop and implement agreements with local businesses, service organizations and response agencies to supply goods and services during disasters		
Inventory medical supplies on hand and suppliers for restocking as needed		
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster		
Recruit personnel for emergency management training offered by government, academic institutes and private organizations		
Identify special planning considerations for special needs populations		
Prepare and maintain current up-to-date pre-done and generic media releases		
Review and update communications SOPs and communication annex with the emergency manager		
Participate in disaster exercises		
Prepare a registration and contact plan for citizens to enlist in services when available		

Response Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list		
Coordinate the release and dissemination of all public information with the EOC		
Assure that resources for citizens' emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)		
Activate shelters and shelter personnel, ensure food, potable water, clothing and other basic needs are provided for the citizens of the disaster/event		
Liaison with government agencies and other organizations providing human services		
Facilitate and coordinate with EOC and county emergency management office.		
Provide service and support to the operations and personnel in the Family assistance center		
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports		
Activate and implement pet care center plans		
Request state/federal assistance through county emergency manager		
Procure required resources to sustain operations		
Determine potential public health and environmental hazards		
Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested		

Inform field units of all locations of shelters, aid facilities and other pertinent facilities and provide updates to relief personnel as they come on duty		
Keep log of activities performed by all task coordinators and update incoming shifts		
Coordinate with members of clergy for emergency sheltering and counseling		

Recovery Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Provide temporary housing for persons in shelters		
Reunite families and pets		
Apply for state and federal assistance programs		
Provide service and support to the operations and personnel in the Family Assistance Center		
Assist citizens with recovery needs as necessary		
Participate in damage assessment		
Provide information regarding recovery programs, if necessary		
Provide crisis counseling to response agencies and victims		

PUBLIC SAFETY FIRE

Functional Coordinator: Fire Chiefs

Purpose

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of fire departments, search and rescue units and hazardous materials response teams. **Through unified command under the Incident Command System (ICS) responders will ensure the immediate safety of all citizens, protect public and private property, conduct haz-mat assessment and provide protection for essential industries, supplies and facilities for any type of disaster.**

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Safety/Fire		
Task/Responsibility	Task Coordinator	Reference Materials
Review mutual aid agreements		
Review and update emergency staff assignments		
Determine available resources		
Alert personnel to be on standby status		
Coordinate activities with county emergency manager		
Coordinate communications requirements with communications officer		
Check readiness of all equipment		
Coordinate emergency ID for all Fire/EMS personnel		
Prepare for possible shortage of water, electricity, chemicals and fuel		
Accomplish inspections of shelter/emergency lodging facilities for safety		
Review procedures for decontamination/universal precautions		
Develop plans for utilizing volunteers		
Provide refresher training in traffic control procedures		
Provide training for volunteers		
Coordinate procedures with health and medical functional coordinator in the event of a mass casualty incident		
Review and update communications SOPs and communication annex with the emergency manager		
Review fire SOPs		
Participate in disaster exercises		

Response Phase: Public Safety/Fire		
Task/Responsibility	Task Coordinator	Reference Materials
Provide for decontamination centers, as needed		
Notify emergency manager of additional requirements		
Coordinate inspection of affected buildings for safety, as soon as possible		
Coordinate with public works for utilities shut off, as required		
Provide damage reports to EOC		
Coordinate and assist law enforcement with traffic and crowd control areas		
Consult with Chemtrec (Hazmat Incident/Accident)		
Coordinate urban search and rescue efforts for collapsed buildings		
Assist warning function		
Advise field units of hazardous conditions		
Request additional communication support		
Maintain log of activities and itemize financial expenditure records		
Maintain status record of manpower, vehicles and equipment		
Assign personnel to traffic control points in the event of evacuation		
Request mutual aid and other resources as necessary		
Establish on-site command post and communication		
Establish media briefing area and information		
Keep log of activities performed by all task coordinators and update incoming shifts		
Define area to be involved in urban search and rescue operations		

Recovery Phase: Public Safety/Fire		
Task/Responsibility	Task Coordinator	Reference Materials
Review and analyze fire operations and update plan with any changes in procedures		
Accomplish equipment checks and maintenance on all equipment		
Replenish depleted supplies		
Complete administrative and fiscal reports, as required		
Assist law enforcement with traffic control, where possible		
Provide public safety fire coordinator with log of fire operations		
Return borrowed equipment and acknowledge assistance		

PUBLIC SAFETY LAW ENFORCEMENT

Functional Coordinator: Sheriff, Chiefs of Police

Purpose

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries, supplies and facilities for any type of disaster.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Safety/Law Enforcement		
Task/Responsibility	Task Coordinator	Reference Materials
Complete daily assessments on special events, weather reports, road closures, fire danger or other factors that may influence operations	Sheriff/police department	NWS ,Schools, CVB (Convention & Visitors Bureau) or Chamber Website
Review mutual aid agreements	Sheriff/police department	
Review and update emergency staff assignments		
Determine available resources		
Alert personnel to be on standby status		
Coordinate activities with county emergency manager		
Coordinate communications requirements with PSAP		
Check readiness of all equipment		
Coordinate emergency ID for all on-scene personnel		
Prepare for possible shortage of water, electricity, chemicals and fuel		
Develop plans for utilizing volunteers		
Coordinate with social services to determine locations of special needs groups (handicapped, elderly, transients) that may need special consideration. Provide assistance as needed		
Provide refresher training in traffic control procedures		
Provide training for volunteers		
Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc.)		
Coordinate security procedures with health and medical function in the event of a mass casualty incident		
Review law enforcement SOPs		
Review procedures for transporting/guarding prisoners		
Identify potential traffic and security problems and determine law enforcement actions		
Identify essential facilities needing security		

Review and update communications SOPs and communication annex with the emergency manager		
Participate in disaster exercises		
Coordinate evacuation planning and procedures		
Review policies for animal control		

Response Phase: Public Safety/Law Enforcement		
Task/Responsibility	Task Coordinator	Reference Materials
Notify emergency manager of additional requirements		
Provide damage reports to EOC		
Coordinate with public works for priority debris clearance areas		
Set up initial hazard area perimeter until further assessment is provided		
Coordinate with fire services if evacuation is required		
Assist warning function		
Advise on road closures and parking restrictions		
Advise field units of hazardous conditions		
Coordinate search efforts involving lost or missing persons, fugitives and bomb threats		
Assign security personnel to shelters, as necessary		
Request additional communication support as required		
Authorize assistance to support other law enforcement agencies, as appropriate		
Keep log of activities performed by all task coordinators and update incoming shifts		
Maintain status record of manpower, vehicles and equipment		
Assign personnel to traffic control points in the event of evacuation		
Provide security to affected areas, as needed		
Request mutual aid and other resources as necessary		
Establish on-site command post and communication		
Establish media briefing area and information		

Recovery Phase: Public Safety/Law Enforcement		
Task/Responsibility	Task Coordinator	Reference Materials
Review and analyze law enforcement operations and update plan with any changes in procedures		
Accomplish equipment checks and maintenance on all equipment		
Replenish depleted supplies		
Complete administrative and fiscal reports, as required		
In the event of evacuation, establish traffic control for return of population and resources		
Provide law enforcement functional coordinator with log of law enforcement operations		
Assist with return of special needs groups, if required		
Return borrowed equipment and acknowledge assistance		

PUBLIC WORKS/ENGINEERING/TRANSPORTATION

Functional Coordinator: County Highway Superintendent/Director of Public Works/City Engineer

Purpose

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks and protect and repair the infrastructure of the jurisdiction.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Works/Engineering/Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Develop and maintain individual departmental emergency plans and procedures		
Develop and maintain inventory of individual departmental resources		
During increased readiness or warning periods, alert all operational departments and put personnel on standby status		
Assemble key departmental personnel		
Advise resource members of anticipated needs and support required		
Determine availability, quantity and procedures to obtain sandbags in coordination with Emergency Management		
Assist in development of general resolution to permit access for emergency stream bank/dike repair		
Pre-select sites for acquisition of material for emergency stream bank/dike repair		
Pre-select dumping sites for debris and other materials for disposal		
Determine condition of roads and implement required maintenance with first priority on evacuation routes		
Review requirements for location of traffic control devices and ascertain if sufficient devices are available		
Determine current status of public utilities		
Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities		
Establish liaison with local private utilities		
Review and update communications SOPs and communication annex with the emergency manager		
Participate in disaster exercises		
Review emergency power generating capability fixed and mobile		

Response Phase: Public Works/Engineering/Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Clear emergency routes and arterial streets to facilitate movement of emergency equipment		
Initiate temporary emergency road repairs, as needed		
Establish detour routings		
Position traffic control devices		
Ensure all streets, highways and roads are open to traffic		
Provide priority service to evacuation routes		
Restore interrupted public utility service		
Assist resource members in providing emergency power to critical facilities and locations (public and private)		
Monitor utility use and assess capabilities		
Install or restore service according to priority		
Keep log of activities performed by all task coordinators and update incoming shifts		
Recommend establishment of reduced service areas, if necessary		

Recovery Phase: Public Works/Engineering/Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Restore all streets, roads and highways to normal conditions		
Recover traffic control devices		
Make repairs to street or road structures		
Complete debris clearance activity		
Return borrowed or requisitioned equipment and material		
Ensure egress routes are maintained in optimum condition		
Complete restoration of normal services		
Conduct safety inspection prior to restoration of private dwelling service		
Replace damaged or destroyed utility service equipment		

WARNING

Functional Coordinator: Public Safety Answering Point Director (State Area Warning Point Officer)

Purpose

This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential hazards and other situations so that appropriate preparedness or response actions may be taken.

The functional coordinator will provide program support and operational guidance in maintaining warning systems such as outdoor sirens, Emergency Alert System, NAWAS phones, law enforcement teletype, Internet and emergency public information.

Functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Update and review warning capabilities with available technology		
Review and update communications SOPs and communication annex with the emergency manager		
Review SOPS		
Update and confirm warning resources		
Release information to public pertinent to preparing for threat/hazard expected		
Establish liaison with all functional coordinators		
Keep local officials updated on all warning matters		
Prepare shelter and evacuation notification		
Review procedures with radio stations for continuous broadcasting		
Review dissemination and distribution systems to ensure maximum coverage to residents		
Contact volunteer groups who may assist with distribution of shelter evacuation notification		
Coordinate facility requirements for the joint information center		
Participate in disaster exercises		
Coordinate with communications functional coordinator on communications requirements, including anticipated needs for additional phones		

Response Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Activate EAS for immediate protective actions to include warning alerts and evacuations (excluding warnings and alerts that are done by communications functional coordinator)		
Implement media release point and set schedule for periodic briefings, as required		
Confirm policy on admittance of news media to disaster area with local officials		
Implement and assign personnel to citizens inquiry center		
Release citizens inquiry center telephone numbers to news media		
Coordinate release of all public information advisors and instructions with appropriate EOC staff		
Coordinate with EOC staff on requirements for printed public information material that needs to be distributed		
Coordinate distribution of all public information printed material to insure maximum coverage to county residents		
Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems.		
Ensure that supplies and equipment for the information center are adequate and in place, as required		
Coordinate volunteer weather spotting network		
Keep log of activities performed by all task coordinators and update incoming shifts		
Advise communications functional coordinator of communications requirements (including additional telephones)		

Recovery Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Provide instructions to the public for the recovery phase		
Notify media when it is safe for evacuees to return to their homes		
Release safety measures and precautions applicable to hazard and recovery activities		
Discontinue operation of citizens inquiry center, when appropriate		
Notify residents where to call for assistance or for special problems		
Discontinue operation of media release point and notify media of contact point		
Discontinue operation of information center		
Review public information office annex and SOPs and implement changes to correct problems and improve operations		

This meets the NIMS requirement, "Contains a glossary."

Glossary of Key Terms

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. **Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a

superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related

personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important

information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a

way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of

multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and for a that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). **Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations

and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is

defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without

promise, expectation, or receipt of compensation for services performed.
See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Relationship Between State and Federal Response Plans

Note: The Planning Team is working on revisions to this chart based on recent revisions to the National Response Plan. A final copy will be shared with emergency managers.

In the State Emergency Operations Plan, significant responsibilities common to emergencies and disasters are grouped into ten (10) areas called functional annexes. The Federal Response Plan (FRP) has twelve (12) functional areas called Emergency Support Functions (ESF). Relationships between the state and federal plans are outlined on the chart below.

N.D. State Emergency Operations Plan	Federal Response Plan
State Functional Annexes and Functional Coordinators	Emergency Support Function and Primary Agency
Administration – <i>N.D. Emergency Management</i>	ESF 5: Information & Planning – Federal Emergency Management Agency (FEMA) ESF 7: Resource Support-General Services Administration (GSA)
Communications – <i>N.D. State Radio Communications</i>	ESF 2: Communications-National Communications System ESF 7: Resource Support-GSA
Coordination and Control – <i>N.D. Emergency Management</i>	ESF 5: Information & Planning - FEMA ESF 7: Resource Support - GSA ESF 9: Urban Search & Rescue - FEMA ESF 10: Hazardous Materials – Environmental Protection Agency (EPA) ESF 12: Energy – Department of Energy (DOE)
Damage Assessment – <i>N.D. Emergency Management</i>	ESF 5: Information and Planning – FEMA ESF 7: Resource Support - GSA
Health and Medical – <i>N.D. Department of Health</i>	ESF 6: Mass Care – American Red Cross ESF 7: Resource Support – GSA ESF 8: US Health & Medical Services – US Health and Human Services (HHS), US Public Health Service (PHS) ESF 11: Food – US Department of Agriculture (USDA)